

## nexTEST Tutorial for TACs

nexTEST is designed to help you track Security Awareness Training for your agency's certified DCI operators. As a TAC you will log in to "Agency Admin" area using your DCI user name and password NCtempPASSWD1. The following outline highlights the areas that are available in the software.

<https://evolve.ncdci.gov/>

Help is also available on each screen.



## Local Agency Admin Access

### My Info

- Allows you to update your agency email addresses
  - You will receive an email Expiration Notification each month that shows all of your users that need to be re-certified in the next 60 days
  - You will also receive Activity Reports on all users that took a test in the last 7 days
- Update your own password

## Agency User Management **ALL DCI USERS AS OF 6/1/2016 ARE IN THE SYSTEM**

- Allows you to add your Agency users to the system so they can complete their testing
  - Login for users should be their **DCI user name** and the password should be **NCtempPASSWD1**.
- Allows you to view a user's profile, test history, and print their certificate.

## Class Management

- Allows you to search for classes and register your users for classes

## Assistant TAC's

- Allows you to add Assistant TAC's or Administrators
- This will allow them to view reports and user information like a TAC

## Reports

- "Test Activity Report" will show all of your operator's test activity
- "Certification Expiration Report" will show you a report with your users' expiration dates
- "Print Certificates" allows you to print users' certificates of completion
- "Fingerprint Report" allows you to see a report on when your users were fingerprinted (If you input this information, it is optional)

## Agency Users

- Allows users to access and take their certification tests

**QUESTIONS: [SATHelp@ncsbi.gov](mailto:SATHelp@ncsbi.gov)**